

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON STATE UNIVERISTY		CONTRACTUAL SERVICES / RISK MANAGEMENT
AGENCY		DIVISION
Item No.	Description	Retention
1.	Contractual Services - For example; Advertising, Bookbinding, Housekeeping, Typewriter Maintenance, Walk-off Mats, etc.	Screen annually. Items over three years old are transferred to TSU Storage for four years, then they are destroyed.
2.	Vendors requesting to be placed on the bid list	Updated yearly.
3.	Student Accident and Sickness Insurance Policies Copies of rough draft and final proofs of pamphlet. Copy of master policy where applicable.	Screen annually. Items over three years old are transferred to TSU Storage for four years, then they are destroyed.
4.	Personal Injury Reports Copies of Supervisor's First Report of Injury. Copies of Police report (if applicable). Risk Management report (if applicable)	Screen annually. Items over three years old are transferred to TSU Storage for four years, then they are destroyed.
5.	Insurance Policies Athletic Injury Policy Art Exhibit policy Electronic Data Processing Equipment policy Glen Complex policy University Union policy Malpractice Insurance	Screen annually. Items over three years old are transferred to TSU Storage for four years, then they are destroyed.
6.	Contractual Services Purchase Orders A. All contracts other than five year contracts. Bid documents Bid responses Contracts Correspondences B. Five year contracts Same as above. BB4's Maryland Register ads Board of Public Works agenda	Screen annually. Items over three years old are transferred to TSU Storage for four years, then they are destroyed. Screen annually. Items over five years old are transferred to TSU Storage for four years, then they are destroyed.

Schedule Approved by Department,
Agency, or Division Representative7/25/88
DateJ. H. Keph
SignatureDIRECTOR
SERVICES
PROCESSED
TitleSchedule Authorized by
Hall of Records Commission10/12/88
DateShaul G.
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
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TOWSON STATE UNIVERSITY -Contractual Services/Risk Management

Item No.	Description	Retention
7.	<u>REVENUE PRODUCING CONTRACTS</u> - Specifications and Contracts A. All contracts other than five year contracts. Bid documents Bid responses Contracts Correspondences B. Five year contracts Bid documents Bid responses Contracts Correspondences BB4's Maryland Register ads Board of Public Works agenda	 Screen annually. Items over three years old are transferred to TSU Storage for four years, then they are destroyed. Screen annually. Items over five years old are transferred to TSU Storage for four years, then they are destroyed.